

## **POLICE INTELLIGENCE ANALYST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Police Intelligence Analyst position exists is to perform detailed research and analysis techniques on confidential criminal intelligence information to develop a tactical or a strategic plan in the Police Department. This position is non supervisory. The Police Intelligence Analyst reports to a Police Sergeant.

### **ESSENTIAL FUNCTIONS**

Visually and verbally collects and analyzes criminal intelligence data. Accomplishes objectives through innovative analytical techniques. Creates and maintains files of criminal intelligence information. Keeps investigators and other personnel informed (verbal and written) of trends and other specific crime areas. Listens and communicates effectively. Technically analyzes, researches and review physical and computerized data collected.

Reviews confidential criminal intelligence information obtained by communicating with other law enforcement agencies, the public and other sources; promotes the mutual exchange of this information. Makes oral and written recommendations for follow up investigation.

Analyzes, comprehends and makes inferences from written criminal intelligence information and other data to predict trends and patterns of criminal activity. Integrates what is learned. Prepares link analysis and profile charts on major criminal organizations to graphically display relationships and associations. Prepares and presents oral briefing to law enforcement command personnel. Evaluates and shreds obsolete data as per accepted standards.

Attendance and punctuality are essential functions of this position.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

Research methods and techniques.

Types of crimes and modus operandi associated with organized crime, white collar crime, and major conspiracies.

The requirements for intelligence file creation, retention, dissemination, and purging.

##### Ability to:

Communicate in English by phone or in person in a group or one-to-one setting.

Read, analyze, interpret, and evaluate research findings and recommendations.

Develop and maintain liaison with the intelligence community at Federal, State, County, and Municipal levels to share information on criminal activities or suspected criminals under investigation.

Organize and present accurate information in a logical sequence.

Prepare graphs, charts, tables and other illustrative devices.

Work with computers and word processing software applications.

Perform telephone record analysis.

Work cooperatively with employees from other law enforcement agencies and City employees.

Perform basic statistical work, analytical research, and link analyses.

Operate a variety of standard office equipment.

Produce written documents in English which clearly and accurately depicts logical and organized thoughts using proper sentence construction, punctuation, and grammar.

Enters and retrieves data or information from a terminal, PC or other keyboard device.

Remain in a sitting position for extended periods of time.

Work safely without presenting a direct threat to incumbent or others.

Safely and skillfully utilize art supplies (such as razor blades, rulers and overlays) routinely associated with creating charts.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with co- workers, supervisors and the general public.

Complete assigned tasks with a minimum amount of supervision.

Coordinate visual and muscular dexterity to operate standard office equipment, including a computer terminal requiring continuous and repetitive arm/hand/eye movement.

Sit for extended periods of time inputting and accessing computer records; bend and stoop to retrieve files; visually distinguish computer masks; lift up to 25 pounds with out assistance; move files and operate shredding machine.

### **Education & Experience**

Three years of technical or administrative experience with a law enforcement agency, criminal justice agency or military agency compiling data utilizing acceptable criminal intelligence analysis techniques.

Must possess a valid Arizona Drivers License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified